

## STATE PROPERTIES REVIEW BOARD

### Minutes of Meeting Held On August 19, 2021 – remotely via telephone conference –

Pursuant to Governor Lamont's Executive Order No. 7B regarding suspension of In-Person Open Meeting requirements, the State Properties Review Board conducted its Regular Meeting at 9:30AM on August 19, 2021 remotely via telephone conference at (866)-692-4541, passcode 85607781.

#### **Members Present:**

Edwin S. Greenberg, Chairman  
Bruce Josephy, Vice Chairman  
John P. Valengavich, Secretary  
Jack Halpert  
Jeffrey Berger  
William Cianci

#### **Members Absent:**

#### **Staff Present:**

Dimple Desai  
Thomas Jerram

#### **Guests Present**

Peter Simmons, ADPM - DCS

Mr. Valengavich moved and Mr. Halpert seconded a motion to enter into Open Session. The motion passed unanimously.

### **OPEN SESSION**

#### **1. ACCEPTANCE OF MINUTES**

Mr. Valengavich moved and Mr. Berger seconded a motion to approve the minutes of the August 16, 2021 Meeting. The motion passed unanimously.

#### **2. COMMUNICATIONS**

#### **3. REAL ESTATE- UNFINISHED BUSINESS**

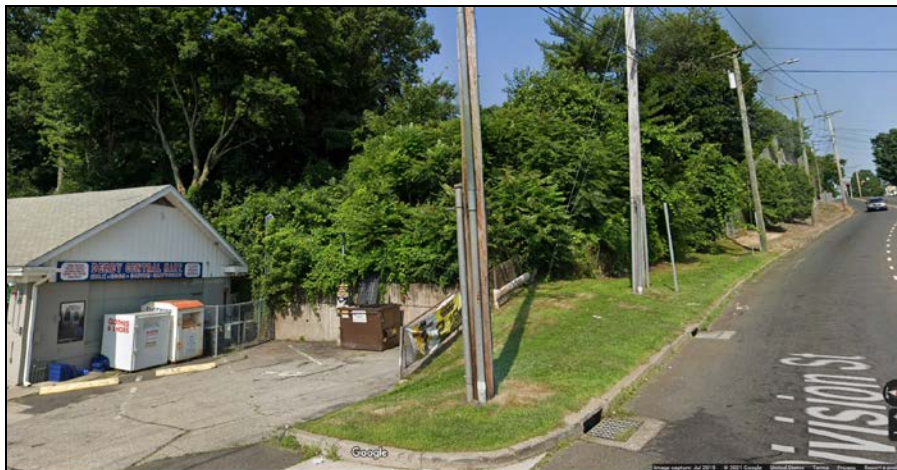
#### **4. REAL ESTATE – NEW BUSINESS**

<b>PRB #</b>	21-120
<b>Transaction/Contract Type:</b>	RE – Sale by Public Bid
<b>Origin/Client:</b>	DOT/DOT
<b>Project Number:</b>	002-121-002A
<b>Grantee:</b>	Anthony E. Monelli, Esquire
<b>Property:</b>	Derby, Division Street (f/k/a 76) - 8,588 sf
<b>Project Purpose:</b>	Sale by Public Bid
<b>Item Purpose:</b>	Quit Claim Deed

Price: \$17,000 plus \$1,000 Admin Fee

**Description** – The subject property consists of an irregularly-shaped 8,588 square foot vacant lot. The site is wooded and slopes upward to the rear of the site. It is located entirely in the R-5 Residential zone. It is considered to be a legally non-conforming lot of record, as it does not appear to meet the minimum lot width requirement of 75 linear feet. The property was created both prior to

the 1997 acquisition by the State of Connecticut, as well as prior to the adoption of the current Derby Zoning Regulations.



Public utilities include electric, natural gas, water and sewer.

The Appraiser opined the Highest and Best Use of the property, as vacant, is for residential development.

The valuation of the subject property is subject to the following Extraordinary Assumptions and Hypothetical Conditions:

The Extraordinary Assumption is that the lot is and will continue to be a legally non-conforming lot of record.

**Valuation** – With the release of this parcel via a Sale by Public Bid, DOT Appraiser Matthew Malia appraised the property, as of January 27, 2017. Based on the sales comparison approach, the Appraiser utilized three residentially-zoned sales of land in Derby and Ansonia (2) that sold between 2015 and 2016, and concluded the fair market value of the property was \$23,000.

The appraisal was updated by Anthony J. DeLucco on July 30, 2020, and indicated there was no new market data that would indicate any change in market value and conclude the market value remained unchanged at \$23,000.

**Public Bid & Negotiations** – The public bid was held on December 2, 2020, with an asking price of \$29,000. One bid was received: #1. \$10,000 from Attorney Monelli, which was rejected by DOT. Attorney Monelli resubmitted a new bid of \$17,000 (+ \$1,000 admin fee) on January 6, 2021, which was accepted by DOT.

<https://portal.ct.gov/DOT/Properties/Active-Public-Bids/002-121-002A-Derby-Item-No-813>

From the DOT narrative:

To date, this property has been offered for sale by public bid on three (3) prior occasions. The property was offered by Public Bid on February 16, 2013, June 28, 2017 and October 31, 2018 none of which resulted in receiving an acceptable offer withing a reasonable range of our asking prices.

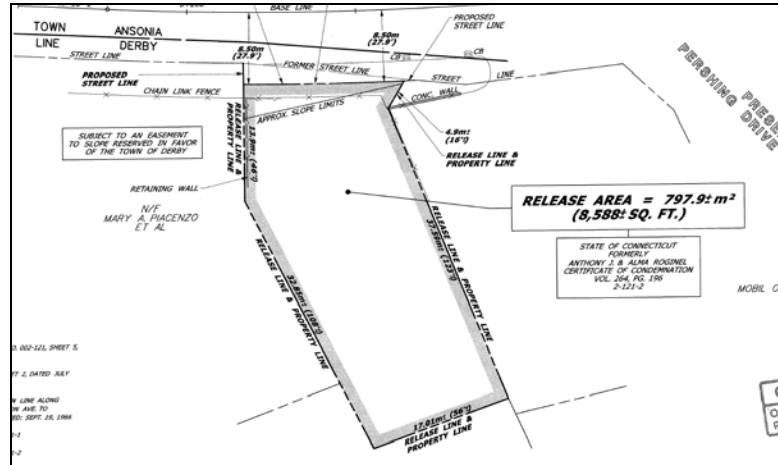
On June 22, 2020, the Division of Rights of Way (ROW) received a letter from Attorney Anthony E. Monelli, request to purchase the subject State property. ROW requested an update to the appraisals due to time that had elapsed since they were last completed. On August 5, 2020, Staff Appraiser Anthony DeLucco determined the value of Twenty-Three Thousand Dollars (\$23,000.00). A public bid was scheduled was held on December 2, 2020, with an asking price of Twenty-Nine Thousand Dollars (\$29,000.00). The sole bid submitted was from Attorney Monelli in the amount of bid was Ten Thousand Dollars (\$10,000.00), which was rejected, as it was not within a reasonable range of the appraised value. Mr. Attorney Monelli was notified to submit his highest and best offer. On January 6, 2021 Attorney Monelli submitted his highest and best offer to pay Seventeen Thousand Dollars (\$17,000.00) for the subject property.

In as much as the Department has marketed this parcel four (4) times over an approximate ten-year of period of time, which has generated little interest and no reasonable offers, and given the fact that the offer is seventy-four percent (74%) of the appraised value, it is recommended that this offer be accepted. By disposing of this property, it will eliminate the State's liability and obligation to maintain excess land and this property can be returned to the town tax rolls

It is herewith recommended that Attorney Monelli's offer of Seventeen Thousand Dollars (\$17,000.00) be accepted and forwarded to the Office of Policy and Management, State Properties Review Board and the Office of the Attorney General for approval.

**Recommendation** – Staff recommend approval of the proposed Sale by Public Bid in the amount of \$17,000 (plus \$1,000 Admin Fee = \$18,000 in QC Deed) for the following reasons:

- The proposed sale complies with Sections §3-14b, and §13a-80 of the CGS in that the Town of Derby declined to purchase and the legislative delegation received the required notification on May 25, 2021.
- The release value of \$17,000 is 74% of the appraised value, but represents the highest amount offered over four solicitations over a 10-year period and it will return the property to the Derby tax rolls and relieve the State of all future expenses.
- The description in the Quit Claim Deed is consistent with the survey map filed in the Derby Records.



**5. ARCHITECT-ENGINEER - UNFINISHED BUSINESS**

**PRB #** 21-124  
**Origin/Client:** DCS/DOC  
**Transaction/Contract Type** AE / Amendment  
**Project Number:** BI-JA-465  
**Contract:** BI-JA-465-ARC  
**Consultant:** WSP USA, Inc.  
**Property** East Lyme, West Main St (201) – York Correctional Institute  
**Project purpose:** York Correctional Central Plant & Distribution System-Change Orders  
**Item Purpose** Amendment #2 for Extended ARC Services

At 9:33 Mr. Simmons joined the meeting to participate in the Board’s discussion of this Proposal and left the meeting at 9:59.

August 16, 2021 update:

At its meeting held on August 16, 2021 the State Properties Review Board voted to suspend this item pending response from DCS to the issue of requested reimbursable expenses in the Amendment by the Consultant.

DCS resubmitted the Consultant’s staffing matrix removing the reimbursable expenses, with slight modifications to the hours for staffing this extended work.

ITEM SCOPE ITEM DESCRIPTION	TOTAL FEE	SR ENGINEERING MGR		SR TECHNICAL MGR		SUPERVISING ENGR		PROJECT ENGINEER II		ASSIST PROJECT MGR	
		MAN-HRS	\$265.00 /hr FEE	MAN-HRS	\$250.00 /hr FEE	MAN-HRS	\$190.00 /hr FEE	MAN-HRS	\$110.00 /hr FEE	MAN-HRS	\$135.00 /hr FEE
<b>1.00 ENGINEERING SUPPORT SERVICES (PER MONTH)</b>	<b>\$23,540.00</b>	17.0	\$4,505.00	42.0	\$10,500.00	14.0	\$2,660.00	8.0	\$880.00	37.0	\$4,995.00
1.01 Project Management	\$5,185.00	8.0	\$2,120.00	2.0	\$500.00	0.0	\$0.00	0.0	\$0.00	19.0	\$2,565.00
1.02 Construction Phase Engineering Support	\$13,775.00	9.0	\$2,385.00	26.0	\$6,500.00	14.0	\$2,660.00	8.0	\$880.00	10.0	\$1,350.00
1.03 Construction Meetings (allowance of four (4) mtgs @ 1.5 hr/mtg per month)	\$2,040.00	0.0	\$0.00	6.0	\$1,500.00	0.0	\$0.00	0.0	\$0.00	4.0	\$540.00
1.04 Construction Field visits (allowance of one (1) per month)	\$2,540.00	0.0	\$0.00	8.0	\$2,000.00	0.0	\$0.00	0.0	\$0.00	4.0	\$540.00
<b>SUBTOTAL FEE (per month):</b>	<b>\$23,540.00</b>										
<b>GRAND TOTAL FEE (for 6 months):</b>	<b>\$141,240.00</b>										

DCS amended the matrix which added 3 hours to one of their staff and the total request remains the same.

Staff question: The consultant added 3 hours to one of their staff. Do you agree with this change and the method of covering the miscellaneous expenses?



**DCS Response:** Yes. The fees are eligible costs and are supposed to be included in the fee rather than billed separately. Hourly fees are to include all costs including expenses.

**Staff Response:** Ok. So their hourly rates already include the fees that they had separately identified. If I understand correctly, they should not have increased the number of hours to make up the fees, correct?

**DCS Response:** No. The expenses are a legitimate project cost and included in the proposal. WSP added it into their fee to cover these costs. Had they followed their contract terms for their original submission, the expenses would have been included as they are now. This isn't a savings, but a correction on how the contract handles expenses.

**Staff Response:** The hourly rates already include a multiplier that accounts for these miscellaneous fees and expenses. And that's why the contract explicitly excludes these expenses.

**RECOMMENDATION:** Recommendation will be based on the discussion at the meeting for Amendment #2 for WSP USA, Inc. to provide additional design and CA related services for the DOC-requested change orders beyond the original scope of the Project.

After the discussion of this Proposal, the recommendation was changed to approve this Amendment #2 with the understanding Board Staff will meet with DCS Management to discuss how Consultant's reimbursable expenses are addressed within the contract language.

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At 9:33 Mr. Simmons joined the meeting to participate in the Board's discussion of this Proposal and left the meeting at 9:45.

**CONSULTANT FEE:** \$141,240

At the July 24, 2017 SPRB Meeting, the Board approved, under PRB #17-197, the Consultant's Contract (BI-JA-465-ARC ) to provide design and construction administration services for the design, renovation and equipment replacement of the existing 9,700-GSF Central Plant. Construction Phase services were for a period of 803 days, plus 90-day close out. The fee for services was \$2,967,170, of which \$826,671 was allocated to CA services.

The Consultant's Contract was amended under PRB #18-136 to provide expanded design services for control equipment in 18 buildings as well as special services for ground penetrating radar. The Consultant's Fee approved under #18-136 was \$141,350.

Under this proposal (PRB #21-124), DCS is now seeking Board approval of Amendment #2 to the Consultant Contract to expend an additional \$141,240 (NTE) for extended construction administration services (183 days/6 months) due to the user (DOC) requesting additional work, not related to the original construction project, including the following:

- Replace domestic hot water makers in housing units
- Added control and isolation valves for terminal units and unit heaters
- Convert existing pneumatic smoke dampers
- Replace Building 22 RTU's and upgrade ATC controls
- Convert Building 9 propane service to natural gas
- Replace existing cook/chill boilers

The amended Contract provides for on-site construction administration services with all work to be completed by December 31, 2021.

DCS has confirmed for SPRB that funding is available for this contract.

The overall construction and total project budget have been established at \$45,800,000 and \$59,550,000 (reduced from \$60,000,000) respectively.

WSP Fee for Basic Services (PRB #17-197)	<u>COST (\$)</u> <u>(BASIC)</u>	<u>COST (\$)</u> <u>(SPECIAL)</u>	<u>C. Budget (\$)</u>	<u>(%)</u> <u>Budget</u>
Schematic Design Phase	\$440,891			
Design Development Phase	\$551,114			
Construction Document Phase	\$826,671			
Bidding and Review Phase	\$110,223			
Construction Administration Phase	\$826,671			
<b>TOTAL BASIC SERVICE FEE (#17-197) (A)</b>	<b>\$2,755,570</b>		<b>\$45,800,000</b>	<b>6.02%</b>
<b>SPECIAL SERVICES:</b>				
Survey (Martinez Couch)		\$131,000		
Geotech & Environmental Engineering (GeoDesign)		\$55,600		
DCS Design Contingency		\$25,000		
<b>TOTAL SPECIAL SERVICES(B)</b>		<b>\$211,600</b>		
Amendment #1 (#18-136) - additional controls work for system integration (A1)	\$87,500			
Additional Special Services - Ground Penetrating Radar (B1)		\$53,850		
Amendment #2 (#21-124) - additional CA Phase Services for 6 months for DOC requested change orders (A2)	\$141,240			
<b>NEW BASIC SERVICE FEE (A) + (A1) + (A2)</b>	<b>\$2,984,310</b>		<b>\$45,800,000</b>	<b>6.50%</b>
<b>NEW PROJECT TOTAL FEE (A) + (A1) + (A2)+ (B) + (B1)</b>		<b>\$3,249,760</b>	<b>\$45,800,000</b>	<b>7.1%</b>

The Consultant provided a breakdown of how their professional fee was calculated as follows:

ITEM	DESCRIPTION	MONTHLY FEE	TOTAL FEE (6 months)
1.0	Project Management	\$ 5,600	\$ 33,600
2.0	Construction Phase Engineering support	\$ 13,040	\$ 78,240
3.0	Construction Meetings (4 meetings/month; 24 meeting total allowance)	\$ 2,100	\$ 12,600
4.0	Construction field visits (1 field visit/month; 6 field visit total allowance)	\$ 2,800	\$ 16,800
	<b>GRAND TOTAL FEE:</b>	<b>\$ 23,540</b>	<b>\$ 141,240</b>

The Consultant's Fee equates to \$771.80/day during the 183 day extension. Original CA services, including close-out, were \$925.72/day.

Staff inquired with DCS regarding the following issues:

1. Please provide a matrix of the Consultants time in arriving at their \$141,240 fee.

**DCS Response:** See attached.

CT State DAS BI-JA-465		FEE ESTIMATE - DETAILED BREAKDOWN YORK CI - CHANGE REQUEST (CR-09) EXTENDED CA SERVICES										WSP USA Inc Energy Group 189824	
ITEM SCOPE ITEM DESCRIPTION	TOTAL FEE	SR ENGINEERING MGR		SR TECHNICAL MGR		SUPERVISING ENGR		PROJECT ENGINEER II		ASSIST PROJECT MGR			
		BILL: MAN-HRS	FEE	BILL: MAN-HRS	FEE	BILL: MAN-HRS	FEE	BILL: MAN-HRS	FEE	BILL: MAN-HRS	FEE		
1.00 ENGINEERING SUPPORT SERVICES (PER MONTH)	\$23,150.00	14.0	\$3,710.00	42.0	\$10,500.00	14.0	\$2,660.00	8.0	\$880.00	40.0	\$5,400.00		
1.01 Project Management	\$5,590.00	8.0	\$2,120.00	2.0	\$500.00	0.0	\$0.00	0.0	\$0.00	22.0	\$2,970.00		
1.02 Construction Phase Engineering Support	\$12,980.00	6.0	\$1,590.00	26.0	\$6,500.00	14.0	\$2,660.00	8.0	\$880.00	10.0	\$1,350.00		
1.03 Construction Meetings (allowance of four (4) mtgs @ 1.5 hr/mtg per month)	\$2,040.00	0.0	\$0.00	6.0	\$1,500.00	0.0	\$0.00	0.0	\$0.00	4.0	\$540.00		
1.04 Construction Field visits (allowance of one (1) per month)	\$2,540.00	0.0	\$0.00	8.0	\$2,000.00	0.0	\$0.00	0.0	\$0.00	4.0	\$540.00		
<b>SUBTOTAL FEE (per month):</b>		<b>\$23,150.00</b>											
Project Expenses: (Monthly field visit & expenses)		\$390.00 Reprographics, copies, overnight delivery; field visit - car rental, gas, tolls, meals											
<b>GRAND TOTAL FEE + EXPENSES (per month):</b>		<b>\$23,540.00</b>											
<b>GRAND TOTAL FEE + EXPENSES (for 6 months):</b>		<b>\$141,240.00</b>											

Staff Response: The inclusion of \$390 appears to be in conflict with Attachment 1, Article IV (B) of the original Contract.

IN WITNESS WHEREOF, I HEREBY SET MY HAND AND SEAL TO THIS TRUE AND CORRECT CONTRACT AS EXECUTED ON BEHALF OF THE STATE.

**IV. PAYMENT OF ENGINEER'S FEE**

- A. The State agrees to pay the Engineer for the services herein described the total fee set forth in Paragraph 2 of this contract. It is understood that no changes or adjustments shall be made in said fee unless the scope of the work performed or to be performed by the Engineer has substantially changed as determined by the Commissioner of the Department of Administrative Services, hereinafter referred to as the Commissioner.
- B. Said fee includes all costs of living, transportation and communication, whether within or without the State of Connecticut, connected with the discharge of the Engineer's duties under this contract unless express written notification to the contrary is received from the State.
- C. No payments shall be made until the materials submitted have been reviewed and approved by the Department of Administrative Services.

The hourly rates in the Amendment generally reflect the Hourly Rates from the 2017 original contract.

<u>Engineering Team</u>	<u>Rate (\$/Hr.)</u>
Project Principal	\$ 280.00
Senior Engineering Manager	\$ 260.00
Senior Project Manager	\$ 245.00
Project Manager	\$ 185.00
Assistant Project Manager	\$ 135.00
Lead Engineer	\$ 190.00
Senior Engineer	\$ 140.00
Project Engineer II	\$ 115.00
Project Engineer I	\$ 95.00
Lead Field Engineer	\$ 260.00
Senior Field Engineer	\$ 115.00
Field Engineer	\$ 95.00
Project Administrator	\$ 65.00

**RECOMMENDATION:** Staff recommends to **suspend** Amendment #2 in the amount of \$141,240 for extended ARC/CA services for 6 months response from DCS to the issue of requested reimbursable expenses in the Amendment by the Consultant.

PRB File #:	#18-136
RE:	Project BI-JA-465; Contract BI-JA-465-ARC
	Standard Fixed-Fee A/E Services Contract, Amendment #1
	DOC - York Correctional Central Plant & Distribution System Project
	WSP USA, Inc., Additional Fee \$141,350

Amendment #1

Amendment #1 to Contract BI-JA-465-ARC is requesting approval for funding for additional Basic Services and additional Special Services.

Additional Basic Services (\$87,500): The original contract called for the replacement of the boilers within the Central Plant and all subsurface piping to connect to all 18 buildings on the Campus. As the project evolved, it became clear to the Engineer that the installation of equipment within the Central Plan cannot be fully integrated into the operating systems of the 18 satellite buildings on the Campus. Further complicating issues is that the operating systems for the 18 buildings are 25+ years old and replacement parts are increasingly difficult to locate.

DCS is requesting additional Basic Fees to investigate the existing condition of the controls in the 18 buildings on the Campus and expand their design to document the location of equipment on the drawings and call for the complete replacement of all controls equipment with a single fully integrated building controls management system that is fully warranted and capable of remote operation of all buildings from the Central Plant. The fee for this additional Basic Service is \$87,500.

Additional Special Services (\$53,850): The design team has recommended retaining the services of a subconsultant to conduct ground penetrating radar (GPR) to investigate locations on the Campus. The purpose is to identify with great confidence the horizontal subsurface location and depth of the existing buried utilities. The original contract included special services for geotechnical/environmental engineering (test borings and pits only) that required the identification of utilities through various methods, none of which included GPR. Aside from the field data collected from the surface and information on existing drawings for underground utilities, the surveyor was not able to confirm the exact location, size, or depth of the subsurface utilities.

DCS is requesting additional Special Service Fees to retain a subconsultant to identify the actual size, location and depth of the existing underground utilities. The subconsultant will employ the following three methods to identify the subsurface utilities: #1. Use of Ground Penetrating Radar (GPR) to detect metal objects in non-conductive soil; #2. Electro-Magnetic (EM) technology to detect metallic-based piping and cables; and #3. Soft Digs (in 28 locations), to identify and confirm type, depth and size of existing underground utilities and structures. Results of the three methods will be marked on the surface locations with paint and incorporated into the site surveys. The fee for this additional Special Service is \$53,850.

Amendment #1 requests an increase in \$141,350 funding to compensate the Engineer for the additional Basic and Special Services. DCS has confirmed for SPRB that funding is available for this contract. This Amendment #1 is seeking an increase in the Engineer's fee by \$87,500 bringing the Total Fee to \$3,108,520 and the Basic Fee to \$2,843,070.

RECOMMENDATION: It is recommended that SPRB APPROVE this contract Amendment #1 for WSP USA, Inc. to provide additional design related services for the integrated controls and special services for subsurface utility investigation. The revised overall basic service fee of \$2,843,070 amounts to 6.21% of the construction budget and is well within the recommended guideline rate of 10.5% for this Group B Renovation Project with Group A Site Improvements.

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PROJECT BRIEF– In general this project involves the complete renovation and equipment replacement of the existing 9,700-GSF Central Plant. The project will include the design of a new boiler system with a dual fuel system (natural gas and #2 fuel oil back-up), new chillers, variable drive pumps, and cooling tower cells. The project scope will also include the complete renovation of the existing plant, a new centralized building management control system, updated fire alarm system and planned expansion space. Due to the ongoing system failures, the project scope will also include the complete replacement of all 32,000-LF of 10-inch hot water and chilled water supply and return underground piping that services the system. This work will include all the required valve replacements and vault connections to connect all eighteen buildings located on the campus. As part of the initial project scope, the overall construction and total project budget have been established at \$45,800,000 and \$60,000,000 respectively.

This contract with the Engineer (WSP) was signed on 7/31/2017 for the completion of the York Correctional Central Plant and Distribution Project from the schematic design phase through the construction document phase, bidding and the subsequent completion of construction. The overall compensation rate for this basic service was \$2,755,570 with an additional \$211,600 for special services. As such the total project fee is \$2,967,170. The special services detailed in the project scope include geotechnical/environmental engineering (test borings and pits only), land surveying and a design contingency.

FEE – The costs of basic and special services are as follows:

WSP Fee for Basic Services (PRB #17-197)	<u>COST (\$)</u> <u>(BASIC)</u>	<u>COST (\$)</u> <u>(SPECIAL)</u>	<u>C. Budget</u> <u>(\$)</u>	<u>(%)</u> <u>Budget</u>
Schematic Design Phase	\$440,891			
Design Development Phase	\$551,114			
Construction Document Phase	\$826,671			
Bidding and Review Phase	\$110,223			
Construction Administration Phase	\$826,671			
<b>TOTAL BASIC SERVICE FEE (#17-197) (A)</b>	<b>\$2,755,570</b>		<b>\$45,800,000</b>	<b>6.02%</b>
<b>SPECIAL SERVICES:</b>				
Survey (Martinez Couch)		\$131,000		
Geotech & Environmental Engineering (GeoDesign)		\$55,600		
DCS Design Contingency		\$25,000		
<b>TOTAL SPECIAL SERVICES(B)</b>		<b>\$211,600</b>		
Amendment #1 (#18-136) - additional controls work for system integration (A1)	\$87,500			
Additional Special Services - Ground Penetrating Radar (B1)		\$53,850		
<b>NEW BASIC SERVICE FEE (A) + (A1)</b>	<b>\$2,843,070</b>		<b>\$45,800,000</b>	<b>6.21%</b>
<b>NEW PROJECT TOTAL FEE (A) + (A1) + (B) + (B1)</b>		<b>\$3,108,520</b>	<b>\$45,800,000</b>	<b>6.79%</b>

- The RFQ posted in October 2016 elicited 7 candidates. The Selection Panel interviewed five firms and ultimately recommended the appointment of WSP USA, Inc. (formerly Parsons Brinckerhoff, Inc.) (“WSP”). The selection was approved by Commissioner Currey on 2/8/2017.
- WSP is located in New York City. Parsons Engineering was established in 1985. WSP acquired Parson Brinckerhoff, Inc. in 2014 and rebranded the firm as WSP USA, Inc. in 2016. WSP will be operating under its engineering corporation license PEX.0001890. The license is valid until 07/31/2017.

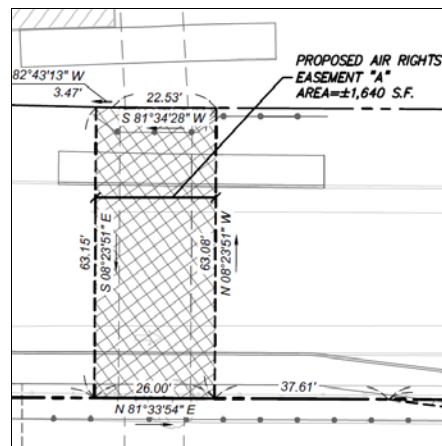
- JLT Specialty, Insurance Inc. reported that over the past 5 years WSP has been exposed to fourteen general liability or professional liability claims. None of these claims were on state funded projects administered by DCS.
- The submittal is accompanied by a Consulting Agreement Affidavit notarized on 5/17/2017.

**RECOMMENDATION:** It is recommended that APPROVE this new contract for WSP USA, Inc. (formerly Parsons Brinckerhoff, Inc.) to provide design related services at the York Correctional Central Plant and Distribution Project. The overall blended basic service rate of 6.01% is well within the established guideline rate of 10.50% for this Group B Renovation Project with Group A Site Improvements.

## 6. ARCHITECT-ENGINEER - NEW BUSINESS

**PRB #** 21-119  
**Transaction/Contract Type:** DCS/CCSU  
**Origin/Client:** AE / Easement  
**Grantor:** City of New Britain  
**Property:** New Britain, Paul J. Manafort Drive  
**Item Purpose:** Air Rights & Development Easements

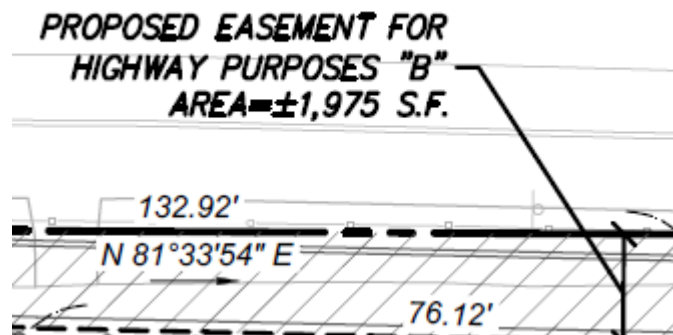
This Air Rights Quit Claim Easement is being acquired for the purposes of a future elevated pedestrian bridge connecting Willard & DiLoreto Garage with Willard & DiLoreto Hall.



Easement Area.

Staff inquired with DAS/DCS regarding the following:

- The location of the Air Rights Easement is clearly identified on the survey map. Please identify the location of the Development Easement. Is it within the perimeter of the Air Rights Easement area?  
**DCS Response:** Yes, it's within the area of the easement.  
**Staff Response:** OK.
- Please clarify what the purpose of identifying the location of a Proposed Easement for Highway Purposes "B" Area = ±1,975 S.F." on the survey map when this easement area is not referenced in the Air Rights Quit Claim Easement. Is another Easement for Highway Purposes required?  
**DCS Response:** Yes, the state will be granting the city an easement for highway purposes in connection with the same project--it will be coming to you in the near future. Both easements are shown on the same map. We will submit the map again with the other easement.  
**Staff Response:** OK.



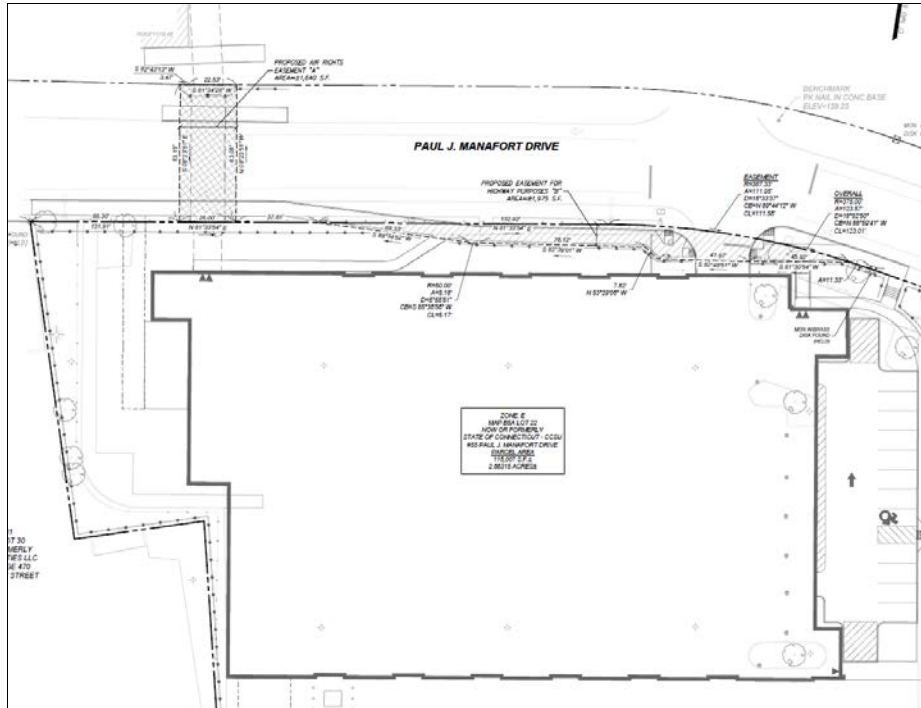
**RECOMMENDATION:** Staff recommend Board **APPROVAL** for the acquisition of an Air Rights Quit Claim Easement from the City of New Britain pursuant to CGS 4b-22a, for the following reasons:

1. The acquisition of the easements is consistent with CGS 4b-22a, which allows the Commissioner of DAS to acquire easements not on state property in conjunction with a DAS project, pursuant to CGS 4b-22a(2).

Section 4b-22a of the Connecticut General Statutes is as follow:

**Sec. 4b-22a. Easements. Grant and acquisition.** Notwithstanding any provision of the general statutes, the Commissioner of Administrative Services may (1) grant easements with respect to land owned by the state to a public service company, as defined in section 16-1, the owner of a district heating and cooling system, a municipal water or sewer authority or a telecommunications company, as defined in section 16-1, subject to the approval of the Office of Policy and Management, the agency having supervision of the care and control of such land and the State Properties Review Board, and (2) acquire easements with respect to land not owned by the state in connection with a Department of Administrative Services project, subject to the approval of the State Properties Review Board. No easement granted under subdivision (1) of this section shall be for the disposal or storage of radioactive or hazardous waste materials. The commissioner shall provide notice of any easement granted under said subdivision to the chief executive official of the municipality, and the members of the General Assembly representing the municipality, in which the land is located.

2. The easement area acquired is for the purposes of a future elevated pedestrian bridge connecting Willard & DiLoreto Garage with Willard & DiLoreto Hall, providing safe pedestrian movement from the garage and hall.



Larger view showing Easement Area relative to garage.

<b>PRB #</b>	21-126
<b>Origin/Client:</b>	DCS/ECSU
<b>Transaction/Contract Type</b>	AE / Task Letter
<b>Project Number</b>	BI-RW-336
<b>Contract</b>	OC-DCS-STR-0029
<b>Consultant:</b>	BVH Integrated Services, P.C.
<b>Property</b>	Windham, Windham St (83) – ECSU
<b>Project purpose:</b>	Low Rise Stair Replacement and Courtyard Improvements – Phase II
<b>Item Purpose</b>	Task Letter #3C

PROPOSED AMOUNT: \$24,146

At the November 9, 2020 SPRB Meeting, the Board approved, under PRB #20-178, Task Letter #3B under the On-Call Contract OC-DCS-STR-0029 to provide expanded construction administration services in conjunction with the Project at ECSU. The Consultant’s Fee approved under Task Letter #3B was \$37,000.

This On-Call Series Contract OC-DCS-STR-0029 was approved by the SPRB under PRB #15-110 and the contract expired on 8-1-2017.

Under this Proposal (PRB #21-126), DCS and ECSU are seeking SPRB approval to approve Task Letter #3C in the amount of \$24,146 (NTE) for the Consultant to provide the following:

Structural Condition Survey - \$7,578

- Perform an on-site condition survey of the existing pedestrian bridge, as well as the upper and lower balcony walkways of Buildings 100, 200, 300, 400, and 500.
- Document observed deterioration, including photographs and plan markups, and categorize as immediate repairs and future repairs.
- If required to determine extent of deterioration, identify selective demolition that will be performed with ECSU’s contractor.
- Prepare and submit a report, including appropriate Deliverables indicating the structural

condition survey findings.

Contract Documents (CD Phase) - \$7,628

- Prepare Drawings that fully document the scope of the Work, and that coordinate with each other and the Specifications. Develop repair location plan, repair details and technical specifications to address the deterioration categorized as immediate repairs and replacement of the pedestrian bridge deck structure. Drawings and Specifications shall be detailed, coordinated, constructible, complete and accurate, to promote accurate bidding and minimize additional Change Orders attributable to such documents.

Construction Administration Services - \$8,940

- Coordinate and attend one (1) meeting with the ECSU and the Contractor prior to the commencement of the work, to review the Contractor's proposal for compliance with the requirements of the Contract Documents.
- Review the Contractor's submittals for general conformance with the design intent expressed in the Contract Documents.
- Visit the site seven (7) times during construction to assess the progress and quality of work and to determine if the work being performed is in general compliance with the Contract Documents.
- Attend seven (7) job meetings, in conjunction with site visits, and prepare meeting minutes and field reports to document the progress and quality of the Contractor's work.
- Review Contractor's Applications and Certificate for Payment including Contractor's Requisition for Final Payment based upon a final inspection indicating the work is in compliance with the Contract Documents.
- Develop a punch list and conduct a final inspection. Determine the date of completion.
- Provide the ECSU, for review and record, written warranties and related documents required by the Contract Documents and assembled by the Contractor.
- Submit one (1) hard copy set of signed and sealed Record Drawings and one (1) set of drawings and specifications in CAD format.

ECSU Architect Renee Theroux Keech, AIA, provided background information in the DCS Form 1105:

The project is in the final phase of a multi-year construction contract. The first phase construction of the project began in May of 2018. We are presently in the final phase of construction and during demolition of the two stairs on the 500 Building, major spalling was observed under the bridge connecting the courtyard to the elevated walkways of the building. The spalling of the concrete planks exposed the pre-stressed strands within the planks. The steel strands were observed to be rusted and splayed. We immediately shut down the bridge and walkways and conducted further inspections. Upon further inspection we identified limited evidence of spalling in areas of the walkways and the cast in place concrete beams.

The 500 Building houses 50 students in 15 apartments on three floors. This past year, the 500 Building of the Low Rise Housing Complex was used for COVID 19 Isolation housing. It is planned to be used for Isolation Housing again this fall.

Repairs need to be designed and implemented prior to the start of the semester. BVH performed an on-site inspection and included pictures and descriptions of the damage in a field report. See attached. It is indeterminate what the repair costs will be at this time. This will be determined by the engineer and must be based on a methodology that can be implemented quickly and safely. Similar repairs to the entire complex performed in 2010 cost \$310,000, we do not expect the repairs to exceed 200,000. The scope of repairs will be limited to those needed to ensure structural stability of the walkway.

The Construction Budget and total Project Budget have remained at \$1,818,307 and \$1,998,107, respectively.



Total Basic Service Fee (A1) + (A2) + (A3)	\$118,000			\$1,345,958	8.77%
Task Letter 3C (#21-126) – Expanded Project Scope (A4)					
Contract Documents	\$7,628				
Construction Administration	<u>\$8,940</u>				
Engineer’s Base Fee (#21-126) (A4)	\$16,568				
Total Basic Service Fee (A1) + (A2) + (A3) + (A4)	\$134,568			\$1,818,307	7.40%
Engineer Special Services Fee (#21-126) (B1)					
Structural Condition Survey		\$7,578			
Total Fee (A1) + (A2) + (A3) + (A4) + (B1)		\$142,146		\$1,818,307	7.80%

Task Letter #3– BVH Fee (Informal)	Engineers Base Fees	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Schematic Phase Documents	\$0				
Design Document Phase	\$15,500				
Contract Document Phase	\$15,000				
Bidding Phase	\$2,000				
Construction Administration	<u>\$11,000</u>				
Engineer’s Base Fee (TL#3-Informal) (A)	\$43,500			\$600,000	7.25%
Task Letter 3A (Informal) – Expanded Project Scope (A2)					
Schematic Phase Documents	\$0				
Design Document Phase	\$10,500				
Contract Document Phase	\$16,000				
Bidding Phase	\$2,000				
Construction Administration	<u>\$9,000</u>				
Engineer’s Base Fee (TL#3-Informal) (A2)	\$37,500			\$425,000	8.82%
Task Letter 3B (#20-178) – Expanded Project Scope (A3)					
Construction Administration	<u>\$37,000</u>				
Engineer’s Base Fee (#20-178) (A3)	\$37,000				

BVH has been approved for the following Tasks under this on-call series OC-DCS-STR-0029 (PRB #15-110) that expired on 8-1-2017:

- |                   |                                      |          |            |
|-------------------|--------------------------------------|----------|------------|
| • Task Letter #1  | DESPP – East Haddam Remote Site Enh. | \$14,000 | (Informal) |
| • Task Letter #2  | DAS-FM – 50 Farmington Ave Garage    | \$15,100 | (Informal) |
| • Task Letter #3  | ECSU – Phase II Low Rise Stairway    | \$43,500 | (Informal) |
| • Task Letter #3A | ECSU – Phase II Low Rise Stairway    | \$37,500 | (Informal) |
| • Task Letter #3B | ECSU – Phase II Low Rise Stairway    | \$37,000 | (#20-178)  |
| • Task Letter #4  | DVA – Health Center Study            | \$15,650 | (Informal) |

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**Total Fee to Date:** \$162,750

Staff had following questions:

1. What is the status of the project?

**DCS Response:** The project is currently in the construction phase. This Task Letter 3C is urgent & is for supplemental structural engineering design and CA services to address failing pre-stressed concrete members discovered in the past two months needing urgent repair and/or replacement at the exterior pedestrian bridge and adjacent balcony walkway areas.

**Staff Response:** OK

2. Please provide a Staffing Matrix utilized by the Consultant to arrive at their requested Fee.

**DCS Response:** See attached

**HOURLY BREAKDOWN:**

Limited Structural Condition Survey	Hrs	Rate	Total
Principal In Charge / Sr. Project Manager	6	\$215	\$1,290
Senior Engineer -Structural	20	\$165	\$3,300
Engineer - Structural	19	\$140	\$2,660
Clerical	4	\$82	\$328
		<b>SUBTOTAL</b>	<b>\$7,578</b> ✓

Contract Documents	Hrs	Rate	Total
Principal In Charge / Sr. Project Manager	6	\$215	\$1,290
Senior Engineer -Structural	22	\$165	\$3,630
Engineer - Structural	17	\$140	\$2,380
Clerical	4	\$82	\$328
		<b>SUBTOTAL</b>	<b>\$7,628</b> ✓

Contract Administration	Hrs	Rate	Total
Principal In Charge / Sr. Project Manager	6	\$215	\$1,290
Senior Engineer -Structural	26	\$165	\$4,290
Engineer - Structural	24	\$140	\$3,360
		<b>SUBTOTAL</b>	<b>\$8,940</b> ✓
		<b>TOTAL</b>	<b>\$24,146</b> ✓

**Staff Response:** OK

3. Please clarify if the Consultant is eligible to be reimbursed for Clerical Fees under the existing on-call contract STR-0029.

**DCS Response:** I believe the Consultant is eligible to be reimbursed for Clerical fees. My reading of BVH's expired contract OC-DCS-STR-0029 does not indicate an exclusion to not provide clerical fee reimbursement.

**Staff Response:** Staff concurs with DCS's reading of the Contract. OK

4. Please reconcile the Consultant's Hourly Rates agreed to by DCS below with those Hourly Rates negotiated in the most recent On Call STR series.

**BVH Hourly Rates in TL #3C**

**Hourly Rates**

Title	Hourly Rate
Principal-In-Charge / Sr. Project Manager	\$215.00
Senior Engineer	\$165.00
Engineer / Designer	\$140.00
Clerical	\$ 82.00

**Hourly Rates Negotiated under OC-DCS-STR-0037-0042**

Labor Category	Per hour
Principal	\$200.00
Project Manager – Structural/Geotechnical	\$165.00
Senior Engineer – Structural/Geotechnical	\$160.00
Structural Engineer	\$140.00

DCS Response: I believe the Consultant's hourly rates are reasonable. I do not see anywhere in their contract, which expired 8/1/2017, that would require them to adhere to other current on-call Consultant's hourly rates.

Staff Response: OK

**RECOMMENDATION:** It is recommended that the Board **APPROVE** Task Letter #3C in the amount of \$24,146 to provide additional design and construction administration services on this project. The overall basic service fee of 7.4% is well within the guideline rate of 10.00% for this Group A Site Improvements Renovation Project.

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From PRB #20-178

PROPOSED AMOUNT: \$37,000

In March 2017, DCS retained the services of the Consultant under Task #3 for Design and Construction Administration Services for the replacement of four (4) courtyard exterior metal stairways serving several residence halls and provide courtyard improvements at the residential complex on the campus of Eastern Connecticut State University (ECSU). ECSU in-house staff provided design services for the courtyard improvements. As-built drawings and a current A2/T2 electronic surveys shall be provided by the university. Geotechnical recommendations are not available. The stair replacement shall be designed and constructed, each in a single phase. The project shall be bid for construction in the spring of 2017, with substantial completion by August 1, 2017 in order to meet occupancy requirements of the four (4) residence halls included in the project. The Consultant Fee in Task Letter #3 was \$43,500, based on an established \$600,000 construction budget. The March 2017 B1105 established the Construction Budget and Total Project Budget at \$1,345,958 and \$1,482,554 respectively.

In July 2017, DCS expanded the scope of services under Task #3A adding additional Design and Construction Administration Services to replace four (4) "enclosed" metal stairs along the exterior of existing buildings at the low rise complex and combine these four (4) enclosed stairs with the four (4) open stairs, designed previously under task #3, into a single bid package for construction in the spring of 2018. Substantial completion shall be achieved by August 1, 2018 to meet the occupancy requirements of the four (4) residence halls included in the project. The Consultant Fee in Task Letter #3B was \$37,500, based on an established \$425,000 construction budget.

Under this proposed TASK LETTER #3B with the Consultant, DCS is seeking SPRB approval to expend \$37,000 to compensate the Consultant for the following scope of services;

Scope of additional services are as follows

- 2019 – Additional Meetings and field visits were required due to BVH enhanced project involvement resulting from the Contractor's actual schedule and performance.
- 2020 and 2021 – Additional submittal reviews, meetings and extended construction administration services is required due to the scheduling constraints of demolition and reconstruction. Project could not be completed in one summer and needs to be phased over several years.

The Board of Regents (hereafter the "B.O.R.") requires the following design and construction administration services:

- Coordinate and attend meeting(s) with the B.O.R. and the Contractor prior to the commencement of the work, to review the Contractor's proposal for compliance with the requirements of the Contract Documents.

Review the Contractor's submittals for general conformance with the design intent expressed in the Contract Documents.

- Visit the site during construction to assess the progress and quality of work and to determine if the work being performed is in compliance with the Contract Documents.
- Report on the progress of the work and Field visits: Field visits will be scheduled as needed to support the construction activity. The firm will comply with the requirements of the contract and the Consultants Procedure Manual, which requires reporting on the progress of the work on at least a semi-monthly basis. At a minimum the firm shall make field visits at least on a semi-monthly basis.
- Attend weekly or as required job meetings and prepare meeting minutes and field reports to document the progress and quality of the Contractor's work.
- Review Contractor's Applications and Certificate for Payment including Contractor's Requisition for Final Payment based upon a final inspection indicating the work is in compliance with the Contract Documents.
- Develop a punch list and conduct a final inspection. Determine the date of Certificate of Acceptance.
- Provide the B.O.R., for review and record, written warranties and related documents required by the Contract Documents and assembled by the Contractor.
- Submit Record Drawings, and specifications in PDF format.

The Construction Budget and total Project Budget have remained at \$1,345,958 and \$1,563,054, respectively.

Task Letter #3- BVH Fee (Informal)	Engineers Base Fees	Special Services	Total Fee	Construction Budget (\$)	% of Budget
Schematic Phase Documents	\$0				
Design Document Phase	\$15,500				
Contract Document Phase	\$15,000				
Bidding Phase	\$2,000				
Construction Administration	<u>\$11,000</u>				
Engineer's Base Fee (TL#3-Informal) (A)	\$43,500			\$600,000	7.25%
Task Letter 3A (Informal) – Expanded Project Scope (A2)					
Schematic Phase Documents	\$0				
Design Document Phase	\$10,500				
Contract Document Phase	\$16,000				
Bidding Phase	\$2,000				
Construction Administration	<u>\$9,000</u>				
Engineer's Base Fee (TL#3-Informal) (A2)	\$37,500			\$425,000	8.82%
Task Letter 3B (#20-178) – Expanded Project Scope (A3)					
Construction Administration	<u>\$37,000</u>				
Engineer's Base Fee (#20-178) (A3)	\$37,000				
Total Basic Service Fee (A1) + (A2) + (A3)	\$118,000			\$1,345,958	8.77%

BVH has been approved for the following Tasks under this on-call series OC-DCS-STR-0029 (PRB #15-110) that expired on 8-1-2017:

• Task Letter #1	DESPP – East Haddam Remote Site Enh.	\$14,000	(Informal)
• Task Letter #2	DAS-FM – 50 Farmington Ave Garage	\$15,100	(Informal)
• Task Letter #3	ECSU – Phase II Low Rise Stairway	\$43,500	(Informal)
• Task Letter #3A	ECSU – Phase II Low Rise Stairway	\$37,000	(Informal)
• Task Letter #4	DVA – Health Center Study	\$15,650	(Informal)
<b>Total Fee to Date:</b>		<b>\$125,250</b>	

Staff had following questions:

1. What was the reason for amendment during the bidding phase (March 2018, amended in April 2018).  
DCS Response: The Amendment to the bid documents was issued during the bidding phase after several contractors noted that it was not possible to do the work in one 90 day construction window due to site constraints and concerns over procurement time for materials. We issued an addendum to break the project into two construction phases to be undertaken over the course of two summers. Since these buildings are residential buildings, the project construction time needed to work around occupancy by students, this changes on a year to year basis. These buildings have been fully occupied during the course of this project. There was a second addendum issued to address questions raised during the bid process.  
Staff Response: OK
2. Provide the schedule for this project including bid date/award/start of construction/construction time frame, completion date, etc.  
DCS Response: The project was advertised for bid on 3.16.2018, a Pre-Bid meeting was held on 3.23.2018, Addendum #1 was issued on 4.2.2020 it phased the project and extended the bid opening date to 4.13.2020, bids were opened on 4.13.2020, Addendum #2 the funding allocation for construction award was requested on 4.18.18, the contract & PO Were issued on 4.26.2018, the contractor mobilized on 5.22.2018, the first two stairs were substantially complete on August 14, 2018, Phase II construction started on 5.22.2019, Phase II Substantial Completion was August 22, 2019, Phase III Construction commenced on 5.6.2020 and was substantially complete on 8.28.2020 Phase IV will commence next May after Commencement. If COVID Causes the campus to close again, construction can begin earlier.  
Staff Response: OK
3. How many phases are there for this project per construction documents and construction award? The construction documents provided for two phases.  
DCS Response: The first phase consisted of 4 exterior metal stairs located within the courtyards. Phase II consisted of the 4 “enclosed” stairs which are located between masonry wing walls and are at the entrances to the courtyards, Phase II also included two sets of site stairs and a retaining wall adjacent to the “enclosed” stairs on the 500 Building of the Low Rise Complex.  
Staff Response: OK
4. What are the reasons for the delay in the project (from 1 season to multiple years)? Originally the 4 stair cases were to be substantially completed by August 2017. Then 4 additional stair cases were added and the substantial completion date was August 2018. Weren’t A/E and the contractor aware of the site conditions/constraints, and actual time frame it may take to complete the project?  
DCS Response: There are several reasons, the Low Rise Complex Consists of 5 buildings joined by elevated walkways. The site constraints, initially forced the project to be bid into two phases. Site conditions such as undocumented utilities, undocumented matt foundations, problems with shop drawings and the contractor needing drawings stamped by a Licensed CT Professional Engineer, and the need to have the stairs on line by Mid-August for occupancy of the apartment complex caused us to extend the project into multiple phases. During the first phase, the University did not feel the contractor would be able to complete the 4 exterior stairs in the time frame needed. Alternate housing was not available for students.  
Staff Response: OK



5. What was the duration of the Construction Phase for this project per construction documents?  
DCS Response: The project was awarded on April 26<sup>th</sup>, the construction “phase” commenced immediately with the processing of shop drawings and submittals, the contractor was allotted 90 days for construction of phase 1 which could not commence until May 15 and needed to be substantially complete by August 14, 2018, and 90 days for phase 2 which could not commence until May 22<sup>nd</sup>, 2019 and needed to be substantially complete by August 15, 2019, not including shop drawings. Each construction phase was scheduled around the University’s housing schedule. These are occupied apartments and the stairs are part of a required means of egress and needed to stay in service while the buildings were occupied.  
Staff Response: OK
6. Has extension in the project completion been provided to the contractor? Why?  
DCS Response: No, mainly because the contractor has not asked for one.  
Staff Response: OK
7. Please provide clarification on the Consultant’s request for additional 2019 CA Fees totaling \$6,000 in light of the Task Letter #3B stating “2019 – Additional Meetings and field visits: were required due to BVH enhanced project involvement resulting from the Contractor’s actual schedule and performance.”  
DCS Response: The project construction has had to be broken into multiple phases due to the issues noted above. The Engineer had originally based their fee on one construction phase. The multiple phases have added to the number of site visits, job meetings not initially taken into account.  
Staff Response: OK
8. Why was the A/E contract not adjusted/amended when it was known in August 2018 that the project will not be completed as designed?  
DCS Response: A proposal had been sent to Kevin Jackson of DAS for consideration in March of 2019, at the time Mr. Jackson was in transition as he was retiring. A new proposal was forwarded in March 2020.  
Staff Response: OK
9. Were any efforts made to address the issues found that delayed the schedule?  
DCS Response: Yes, multiple efforts were made to allow the contractor to streamline the project construction. They were allowed to change the type of treads used on the project to minimize the number of field welds and site work, we held several meetings with the GC And their subs to coordinate the shop drawing process and work out access issues to the site.  
Staff Response: OK
10. Please provide the status of the project and clarify why the Consultant states CA Services are required for 2020 (\$15,500) and 2021 (\$15,500). ECSU’s August 25, 2020 Update on Capitol Projects stating “Phase three of the Low Rise Courtyard Improvements and Stair Replacement project will be completed by early fall. Final inspections with the State Building Inspector have taken place, roofing and punch list work remain and are expected to be complete late fall.” Late fall of 2020. Phase III of the project which included 2 of the 4 “enclosed” stairs commenced this past May after we were cleared to allow contractors back onto site following COVID restrictions.  
DCS Response: This phase is substantially complete and punchlist work needs to be completed. The contractor has requested to begin phase IV in November, this is being carefully reviewed, the site access stairs they are looking to do this winter, provide needed access to the lower level of the 500’s and 100’s building. Work would need to be complete by the first week of January. The 500’s building is presently being used as a Quarantine Dorm for COVID. The remaining stair work would commence in the spring after Commencement, or earlier should the University pivot and go to on-line classes.  
Staff Response: OK
11. Provide staffing matrix along with the schedule for 2020 and 2021 fees **See attached email from BVH**  
Staff Response: DCS provided a staffing matrix. OK

12. Please clarify the difference in hourly rates for the Consultant under this proposal, with the same Consultant under PRB #20-177 (T1C BI-MH-121) and the rates under OC-DCS-MEP-0048 approved in January 2020.

**DCS Response:** See attached email from BVH

PRB #20-178 (T3B BI-RW-336)		PRB #20-177 (T1C BI-MH-121)		OC-DCS-MEP-0048	
Principal-In-Charge	\$ 215.00	Principal	\$225.00	<b>Labor Category</b>	<b>Per hour</b>
Associate Principal and Director	\$ 200.00	Project Manager	\$190.00	Principal	\$220.00
Project Manager	\$ 185.00	Senior Mechanical Engineer	\$185.00	Project Manager	\$180.00
Commissioning Project Manager	\$ 175.00	Mechanical Engineer	\$170.00	Senior Mechanical Engineer	\$185.00
Senior Engineer / Senior Designer	\$ 165.00	Senior Electrical Engineer	\$170.00	Mechanical Engineer	\$170.00
Technology Designer	\$ 150.00	Junior Electrical Engineer	\$100.00	Senior Electrical Engineer	\$170.00
Contract Administration	\$ 145.00	Plumbing/FP	\$165.00	Junior Electrical Engineer	\$100.00
Engineer / Designer	\$ 140.00	Civil Engineer	\$170.00	Plumbing/FP	\$165.00
Commissioning Provider	\$ 140.00	Junior Civil Engineer	\$100.00		
CADD / Revit Technician	\$ 118.00	Structural Engineer	\$175.00		
Clerical	\$ 82.00	Junior Structural Engineer	\$100.00		

HOURLY BREAKDOWN BY PHASE				
2019 Add Services	Hrs	Rate	Total	
Principal-In-Charge	2	\$205	\$410	\$6,000
Project Manager	8	\$175	\$1,400	
Senior Engineer	24	\$150	\$3,600	
Cad Operator	5	\$110	\$550	
Clerical	1	\$75	\$75	
<b>SUBTOTAL</b>			\$6,035	
2020 Add Services	Hrs	Rate	Total	
Principal-In-Charge	3	\$205	\$615	\$15,500
Project Manager	32	\$175	\$5,600	
Senior Engineer	48	\$150	\$7,200	
Cad Operator	17	\$110	\$1,870	
Clerical	3	\$75	\$225	
<b>SUBTOTAL</b>			\$15,510	
2021 Add Services	Hrs	Rate	Total	
Principal-In-Charge	3	\$205	\$615	\$15,500
Project Manager	32	\$175	\$5,600	
Senior Engineer	48	\$150	\$7,200	
Cad Operator	17	\$110	\$1,870	
Clerical	3	\$75	\$225	
<b>SUBTOTAL</b>			\$15,510	
<b>TOTAL</b>			\$37,055	\$37,000

**Staff Response:** The hourly rates provided in the staffing matrix are lower than the hourly rates posted in the Consultant's May 14, 2020 proposal to DCS, and are less than quoted in PRB #20-177 (T1C BI-MH-121) and OC-DCS-MEP-0048.

**RECOMMENDATION:** It is recommended that the Board **APPROVE** Task Letter #3B in the amount of \$37,000 to provide construction administration services on this project, pending DCS response to the issues raised above. The overall basic service fee of 8.77% is well within the guideline rate of 10.00% for this Group A Site Improvements Renovation Project.

**7. OTHER BUSINESS**

**8. VOTES ON PRB FILE:**

**PRB FILE #21-120** – Mr. Berger moved and Mr. Valengavich seconded a motion to approve PRB FILE #21-120. The motion passed unanimously.

**PRB FILE #21-124** – Mr. Halpert moved and Mr. Valengavich seconded a motion to approve PRB FILE #21-124. The Board noted that Board Staff will meet with DCS Management to discuss how Consultant's reimbursable expenses are addressed within the contract language. The motion passed unanimously.

**PRB FILE #21-119** – Mr. Halpert moved and Mr. Berger seconded a motion to approve PRB FILE #21-119. The motion passed unanimously.

**PRB FILE #21-126** – Mr. Halpert moved and Mr. Berger seconded a motion to approve PRB FILE #21-126. The motion passed unanimously.

**9. NEXT MEETING** – Monday, August 23, 2021.

The meeting adjourned.

**APPROVED:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
John Valengavich, Secretary